

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>Program Coordinator/Investigator</b>	
		Division and/or Subdivision <b>Office of the State Fire Marshal / Fire Engineering &amp; Investigations Division</b>	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters <b>Sacramento</b>	
		Class Title of Position <b>Deputy State Fire Marshal III (Specialist)</b>	
		Position Number <b>543-542-9013-xxx</b>	
		Effective Date <b>2/1/2023</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under the general direction of the Deputy State Fire Marshal III (Supervisor), Fire Engineering and Investigations, the Deputy State Fire Marshal III (Specialist) (DSFM III Spec.) is responsible for the following duties:  *Act as Program Coordinator/Program Specialist as assigned to any combination of the following licensing, listing or certification programs; Fireworks, Motion Picture and Film, Portable Fire Extinguishers, Automatic Extinguishing Systems, Flame Retardant, Building Materials Listing or Vapor Recovery. This includes reviewing and evaluating applications for compliance with State Fire Marshal laws and regulations, test data for listing and certification of products. *Work in conjunction with field investigators and industry representatives in monitoring activities to ensure compliance with state laws and regulations. *Evaluating operational effectiveness and recommending necessary policy or procedural changes. *Review and analyze legislation for impact on program activities, department implications and provides input to departmental legislative coordinator. *Prepare the necessary technical information to assist in any litigation action.		
30%	*Provide enforcement of state laws and regulations concerning fireworks, motion picture and film, portable fire extinguishers, automatic fire extinguishing systems, or flame retardant. *Inspect companies applying for or possessing a State Fire Marshal license for compliance with the laws and regulations. Administer written and practical tests to all new licensees and conduct compliance inspections and on-the-spot practical examination on existing licensees. *Investigate and prepare case reports for violations of State Fire Marshal laws and regulations committed by individuals and/or companies possessing licenses, registrations, and certificates issued by the State Fire Marshal. *Prepare for and participate in hearings regarding these investigations which may be administrative in nature, criminal, and/or civil.		
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
<b>Equal Employment Opportunity (EEO) Statement:</b> All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: <b>Travel may be required 15% of the time and may include overnight stays.</b>			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature	Date	Supervisor Signature	Date
Personnel use only <input type="checkbox"/> Posted to Directory			
Initials and date			

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16) - <b>PAGE 2</b>		Working Title of Position Program Coordinator/Investigator	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
15%	*Prepare technical program reports and correspondence involving program issues; assist in developing licensing examinations, listing and certification approval processes, and evaluates their effectiveness. *Assist in developing licensing and listing procedure manuals for State Fire Marshal staff and other jurisdictional use, to include conducting training programs for State Fire Marshal staff and local personnel relating to licensing, certification and listing activities. *Review relevant periodicals and trade/technical journals to keep current on new technology involving fire prevention.		
15%	*Attend meetings with licensees, companies, manufacturers, local fire service, and fire prevention representatives to ensure program compliance and effectiveness. *May serve as chair to the appropriate State Fire Marshal Advisory Committees for the appropriate program.		
5%	*Provide consultation and advice to public, professional engineers, architects, fire officials, and industry representatives regarding state fire & life safety codes and standards. *Present information to internal and external stakeholders. *Establishes and maintains positive working relationships with all stakeholders and professional contacts in order to achieve the goals and objectives of the State Fire Marshal.		
5%	Other job-related duties as assigned.		
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<b>Job qualifications and/or conditions of employment:</b> The incumbent may be required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). The use of such equipment may place a physiological burden on the incumbent that varies with the type of equipment used, the job and workplace conditions in which the equipment is used, and the medical status of the incumbent. As such, California Occupational Safety and Health Administration (Cal/OSHA) requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance process consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a complete physical examination, and vision, hearing, spirometry, and exercise treadmill tests. Duties involve field work requiring physical performance calling for above-average ability, endurance, and superior condition, including occasional demand for extraordinarily strenuous activities in emergencies, under adverse environmental conditions, and over extended periods of time; requires running, walking, difficult climbing, jumping, twisting, bending and lifting over 25 pounds; and the pace of work is typically set by the emergency.			
"We have discussed this document in its entirety and understand the duties of this position."			
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